

TDB Weekly Staff Meeting



March 10, 2004

0800-0900 PST

Bldg 105

Conf Room 1420

Today's Agenda



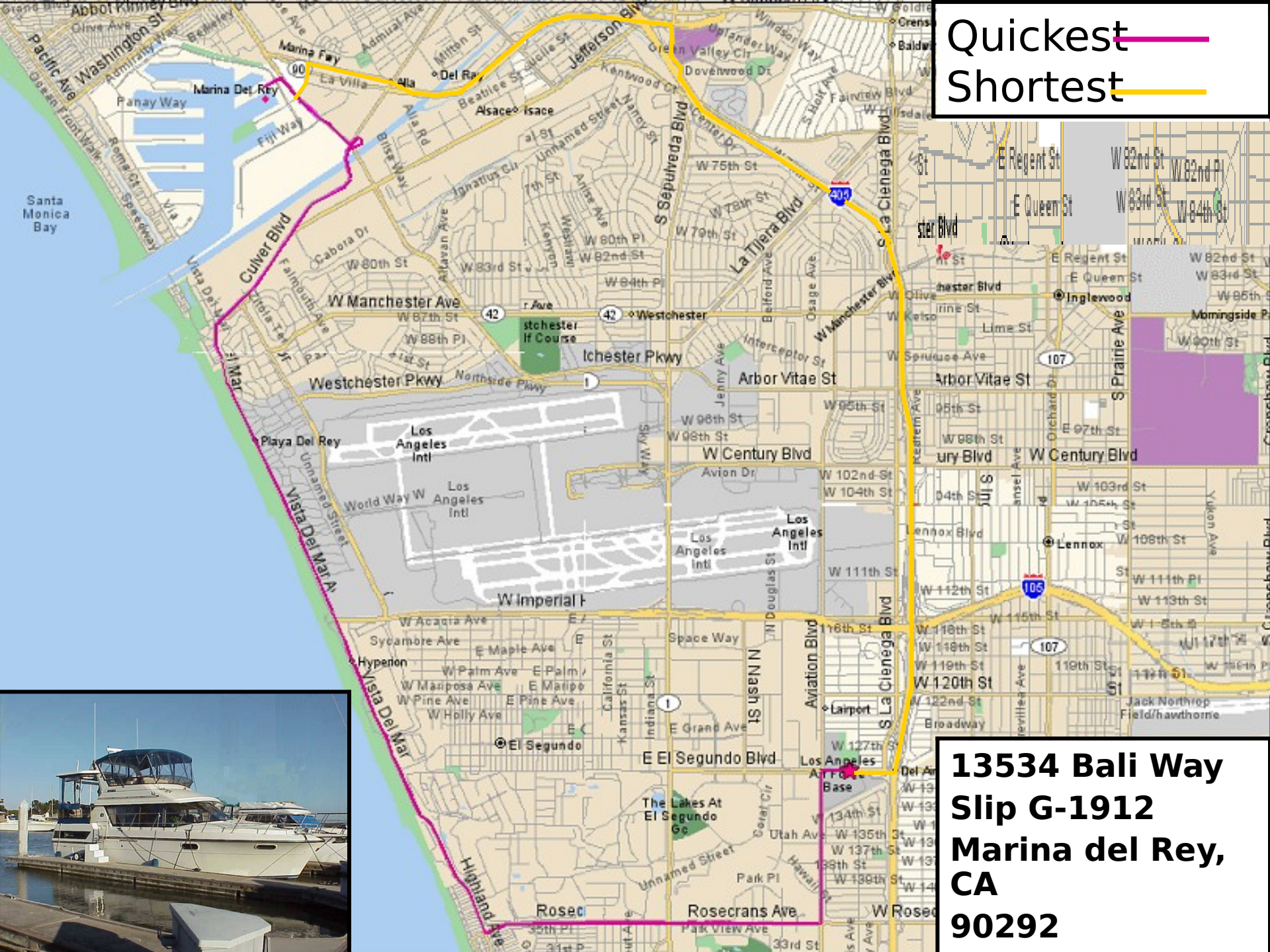
- Current Situation
- TDB Items of the Week
 - Financial Mgmt
 - Human Resources
 - Information Mgmt
 - Contract Mgmt
- Rumors, Pet Peeves and Aggravations
- Questions

Current Situation



- TDB Christmas Party – Thursday 18 Mar at Marina del R

Quickest —
Shortest —



**13534 Bali Way
Slip G-1912
Marina del Rey,
CA
90292**



TDB Items of the Week



Financial Mgmt



Human Resources



Information Mgmt



Contract Mgmt



Rumors, Pet Peeves and Aggravations



Questions



Award Winners



Backup Slides



Values, Workplace Principles and Change

Values



- Customers
- Integrity
- Quest for Quality
- Teamwork
- People
- Good Citizenship

Guiding Workplace Principles



- Honor your commitments
- Assume others have a positive intent
- Acknowledge your mistakes
- Communicate truthfully and openly
- Understand and support the agreed-upon decisions and processes
- Discuss issues directly with affected people
- Respect each others time, priorities, and the need to balance work and personal life
- Look and act like a professional

5 Easy Steps to Manage Change



- Ask questions
- Communicate your concerns with others
- Have the courage to try
- Visualize the future
- Never stop learning

Workplace Principle #1



- Honor your commitments
 - Do what you say you will do, accurately and on time
 - Come to meetings fully prepared
 - When you cannot do something, say so
 - Honor confidences



Workplace Principle #2



- Assume others have a positive intent
 - Seek first to understand, then be understood
 - Where you have concerns, seek the facts
 - Do not waste time second-guessing intent

Workplace Principle #3



- Acknowledge your mistakes
 - Seek solutions
 - Do not place blame, but do seek to understand what happened and why, to enhance continuous improvement
 - Own the outcome to make it right and make it better

Workplace Principle #4



- Communicate truthfully and openly
 - Be direct and clear
 - Challenge in an appropriate and professional manner, and encourage others to do the same
 - Stand up for your own beliefs and support others as they stand up for theirs

Workplace Principle #5



- Understand and support the agreed-upon decisions and processes
 - Debate decisions before they are made, provide input
 - Make decisions after careful consideration and be willing to respectfully agree to disagree
 - Once a decision is made and you have spoken your mind in a respectful manner, take responsibility to support the outcome

Workplace Principle #6



- Discuss issues directly with the affected individuals
 - Regard constructive confrontation as healthy
 - Have the courage to face those with whom you have an issue or misunderstanding
 - Encourage others to go to the source for more specific information when you do not have all the facts

Workplace Principle #7



- Respect each others time, priorities, and the need to balance work and personal life
 - Show up on time
 - Pay attention during meetings
 - Do not assume your priorities are someone else's
 - Return phone calls and e-mails as promptly as necessary (not always ASAP!)

Workplace Principle #8



- Look and act like a professional
 - Wear your uniform or clothing with pride
 - Pay attention to your personal grooming
 - Respect the traditions of the organization